

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**MACHINIST SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job supervise machinists involved in maintenance, repair, and fabrication work. The employee must be skillful in the use of a variety of metal machining tools and precision measuring devices to cut, grind, or otherwise shape metal and plastic parts into conformance with specified dimensions. The employee is required to understand and interpret blueprints, sketches, or other description of parts to be fabricated, and to select materials and plan the sequence of operations to be performed by staff in accordance with accepted methods and standards of the machinist trade. The work requires knowledge of supervisory techniques and personnel policies and procedures.

There is one classification in this job.

**Position Code Title – Machinist Supervisor-1**

**Machinist Supervisor 11**

The employee functions as a first-line supervisor of machinists.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

## **MACHINIST SUPERVISOR**

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Studies blueprints and sketches in order to plan material, equipment, and labor needs to accomplish tasks.

Estimates costs of material to accomplish assignments.

Operates machines and other equipment to observe operation and diagnose malfunctions or to test repaired equipment.

May develop specifications from general description of parts or assemblies to be fabricated and draw or sketch device to be made.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Considerable knowledge of the methods, practices, tools, and equipment of the machinist trade.

Considerable knowledge of the machining qualities, properties, and uses of various metals such as aluminum, brass, steel, cast iron, and stainless steel.

Some knowledge of training and supervisor techniques.

Some knowledge of employee policies and procedures.

Some knowledge of labor relations.

Some knowledge of equal employment opportunity and affirmative action policies and practices.

Considerable skill in the operation of machine tools and the use of precision measuring devices.

Ability to apply machinist craft techniques, processes, and principles.

Ability to apply shop mathematics to practical problems such as computing dimensions, laying out work, and setting up machine tools.

Ability to read and work from sketches, specifications, and blueprints.

Ability to determine work priorities and delegate work to others.

Ability to communicate effectively.

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### **Working Conditions**

Some jobs require an employee to work in an environment that involves exposure to unpleasant odors and noise.

### **Physical Requirements**

The job duties require an employee to bend, stoop, reach, or stand, extended periods.

The job duties require an employee to move heavy objects.

### **Education**

No specific type or amount is required.

### **Experience**

Two years of experience equivalent to a Machinist 9.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

MACHINSPV

### **Job Code Description**

Machinist Supervisor

### **Position Title**

Machinist Supervisor-1

### **Position Code**

MCHTSPV1

### **Pay Schedule**

NERE-069

ECP Group 3  
8/20/2000  
NN/VLWT